

# *U.S. MISSION – PARAGUAY*

March 26, 2009

## **MANAGEMENT NOTICE**

**Open to: ALL INTERESTED CANDIDATES**

**Subject: JOB OPPORTUNITY ANNOUNCEMENT**

**Announcement No. 08/09**

**Opening Date: 03/27/2009**

**Closing Date: 04/13/2009**

**Position Title:** Development Assistance Specialist - Program and Communications Advisor  
**Employee Office:** USAID/Paraguay  
**Series & Grade:** FSN-4005 / 09  
**Status:** Personnel Services Contract (PSC) – Two year contract starting o/a May, 2009  
**Working Hours:** Full time - 40 hours a week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

## **BASIC FUNCTION OF POSITION**

The incumbent serves in USAID's Office of Democracy and MCC Threshold Programs and provides program monitoring, reporting, and evaluation support, with specific focus on developing strong internal and external communication activities for Paraguay's MCC Threshold Country Program Stage II (TCP II), a comprehensive \$30 million program directed at the control of corruption and reduction of impunity. The incumbent will conduct a range of activities, including monitoring and performance measurement of established indicators, produce quarterly, annual, and other regular reporting documents, and develop communication approaches and products for the Threshold program and its six integrated components. The six components are designed by the Government of Paraguay (GOP) to strengthen investigation and prosecution of economic crimes/corruption; strengthen judicial transparency and accountability; improve budgetary internal controls and strengthen key Health Ministry systems; improve customs enforcement, strengthen IPR protection, and support national police reform/anti-corruption initiatives.

The incumbent reports to the USAID Office Director for Democracy and Threshold Programs, and works closely with other USAID offices/teams, host country government ministries and other local institutions involved in the Threshold Program. For communication-related activities, she/he coordinates closely his/her work with the U.S. Embassy Public Diplomacy section. The incumbent supports the achievement of TCP II objectives by developing public information and communication products on program activities for both local and U.S. audiences to promote a better understanding of the objectives, activities, and successes of TCP II. The incumbent also prepares action documents for authorization or amendment of activities, and ensures that all activity documentation is accurate, complete, and in compliance with all Agency and MCC rules and regulations.

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

#### MAJOR DUTIES AND RESPONSIBILITIES

**For TCP activities, serves as the USAID point in the area of development outreach and communications materials and messaging (45%).**

Works on development outreach, press and media coverage events, public information and donor coordination. Coordinates closely with Embassy Public Diplomacy Section (PD) on all external press activities. S/he will also serve as a coordinator and technical point of contact for implementation of the Agency's activity communications efforts and will make sure that USAID/Paraguay staff working on the TCP II is familiar with the requirements of activity branding. The incumbent will work with TCP II partners and implementers on ensuring compliance with the Agency's and MCC's activity branding guidance. Specific activities will include, but not be limited to:

- Assist in the development and implementation of the mission's communications and outreach strategy that promotes a better understanding of, and support for the TCP II program to external audiences.
- Ensures public awareness of programs and activities funded by the MCC.
- Provides reporting information to USAID/Washington, U.S. Embassy, and MCC.
- Assists USAID staff and contractors working on the TCP in developing appropriate public information programs.
- Maintains a calendar of USAID program events in close coordination with implementing partners and the Cognizant Technical Officer (CTO).
- Ensures a targeted, coherent, and consistent message in coordination with all USAID staff and partners.
- Prepares and updates a standard information package on the USAID/Paraguay's TCP II program, for briefings and for distribution to the public and the media, USAID/W, the U.S. Embassy, etc. Materials include scene setters, program briefing papers, activity status reports, maps, photos, information about other donors, and general information about Paraguay.

- Assists in maintaining USAID/Paraguay's web site and updates USAID/Paraguay's TCP II briefing materials. If outsourced, serves as the primary point of contact.
- Participates in field trips, as necessary to advance USAID's public outreach efforts.
- Presents and explains USAID and MCC policies and programs to stakeholders within and outside government.

**Conducts data collection and management to monitor program implementation  
(35%)**

- Closely monitors benchmarks and indicators in coordination with the host country, USAID technical staff, and Embassy officials.
- Coordinates with its staff and country counterparts, as well as implementing partners, to assure the achievement of program results.
- Produces necessary reports to track and ensure appropriate program implementation.

**Provides support to the Program Office on matters related to the TCP II (20%).**

- Assists in the program administration of the TCP II program in Paraguay, valued at approximately \$30 million over the two-year implementation period.
- In relation to the TCP II assists in the elaboration of the Mission's cyclical reporting requirements, in close coordination with technical teams, including assisting in the preparation of the Annual Report, USAID's portion of the Mission's Program Plan, and other documents.
- Assists in analyzing the relationship of the Mission's Bilateral Development Assistance Program with the MCA Threshold Program and advises on opportunities to enhance the mutual complementarities of the two programs.

**DESIRED QUALIFICATIONS**

**a. Education:**

A Bachelors degree with course work focused on development, communications or a management-related field is highly desirable. Studies in international development, journalism or communication, public or business administration, economics, or other development related fields would be appropriate. A graduate degree would be preferable.

**b. Prior Work Experience:**

Prior professional-level experience in development-related work is desirable. Experience in project design, performance monitoring, including experience in the analysis and interpretation of data and the presentation of funding information in written and oral form and/or communications public relations, or informational media activities or related fields. At least two years of this experience should have been in development assistance, or related work, for USAID, other donor or US agencies, host-government organizations, or private-sector institutions.

**c. Post Entry Training:**

Familiarization training in USAID-specific procedures, regulations, and methods will be provided as feasible and appropriate. Orientation to working from a donor-Agency perspective, etc., will be provided. Formal courses offered for professional USAID staff, as appropriate; and courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional and expert qualifications will also be made available.

**d. Language Proficiency:**

Fluent (Level IV+) written and spoken English and Level III in Spanish are required for analyzing and drafting written documentation, conducting formal communications, and to work with counterpart organizations at all levels. Candidate may be required to present examples of their professional writing products.

**e. Knowledge:**

Professional knowledge and analytical skills to perform development and public relations work across a broad range of USAID program activities in Paraguay. S/he must be capable of crafting information messages in various media formats (i.e., press releases, website, cables, etc.) targeting a variety of audiences. Good coordination and organizational skills within multi-cultural work environment are required.

**f. Skills and Abilities:**

Ability to work effectively, both individually and as a member of Democracy/MCC Office and other USAID teams, and to coordinate work with relevant Embassy, Ministry, PVO, partner, and other organizations. Ability to communicate complex requirements clearly and accurately to Mission staff, in order to ensure the best possible management of limited Mission staff and program resources. The incumbent must have excellent writing and speaking skills in both the English and Spanish languages. S/he must have proven communications and inter-personal skills since the work requires substantial involvement in personal contact and interaction with technical offices, senior mission management, and USAID/Washington staff members. Candidate must have excellent computer application skills, including word processing (Microsoft Word), data bases (Excel, spreadsheet and graphic software) and PowerPoint. Familiarity with website development helpful.

**POSITION ELEMENTS**

**a. Supervision Received:**

Works under the general supervision of the Democracy/MCC Office Director in charge of TCP II. Assignments are often self-generated, and made in terms of a review of the assignment, the goals and objectives to be achieved, and results expected. Incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved.

**b. Available Guidelines:**

USAID/Paraguay Annual Reports, Mission strategy, and other relevant reports; the Automated Directive System (ADS); USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines.

**c. Exercise of Judgment:**

Must be able to make independent, unbiased decisions based upon independent, careful analysis of facts and variables, possible alternatives, and potential political and development implications/impact; must exercise sound judgment on a continuing basis, and must be able to complete work independently, being fully accountable for the results achieved.

**d. Nature, Level, and Purpose of Contacts:**

Makes and maintains professional contacts within the U.S. and the host government, other multilateral and bilateral donors, private sector and NGO officials, and with technical leaders, for the purpose of explaining USG and USAID policies, developing programs, encouraging improved and/or coordinated policies through continuing policy dialogue, and gathering information on local programs and policies.

**e. Supervision Exercised:**

His/her responsibilities may involve directing the efforts of administrative support staff in relation to tasks.

**g. Time Required to Perform Full Range of Duties:**

Twelve months.

**Additional Selection Criteria**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

**To Apply:**

All interested candidates must submit the following application package. Unless otherwise specified, the application language is English.

- A **cover letter** indicating the job title/number and highlighting the particular qualifications from the applicant for the position requirements, as advertised.

- A current detailed resume which provides the following additional information as appropriate:
- Indication of nationality (also dual nationalities) and address of residence
- For non-Paraguayan citizens only: Evidence of authorization to work in Paraguay.
- A list of three references, with contact information, with knowledge of your work over the last five years.
- For U.S. citizens: Social Security Number
- Documentation addressing the minimum requirements of the position as advertised (e.g., essays, certificates, awards, copies of degrees earned, etc.).

Application packages that are inadequate or incomplete will not be considered.

Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

Submit applications to:

USAID/Paraguay  
Attn: Supervisory Administrative Specialist  
Juan de Salazar 364 c/Avenida Artigas  
Asunción, Paraguay

**CLOSING DATE FOR THIS POSITION: APRIL 13, 2009**

Only applications received by the closing date of this job notice will be considered and only short-listed candidates will be contacted. To all applicants, we extend our appreciation for considering USAID/Paraguay as a potential employer.

Definitions

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.